

Fictional Community Emergency Plan

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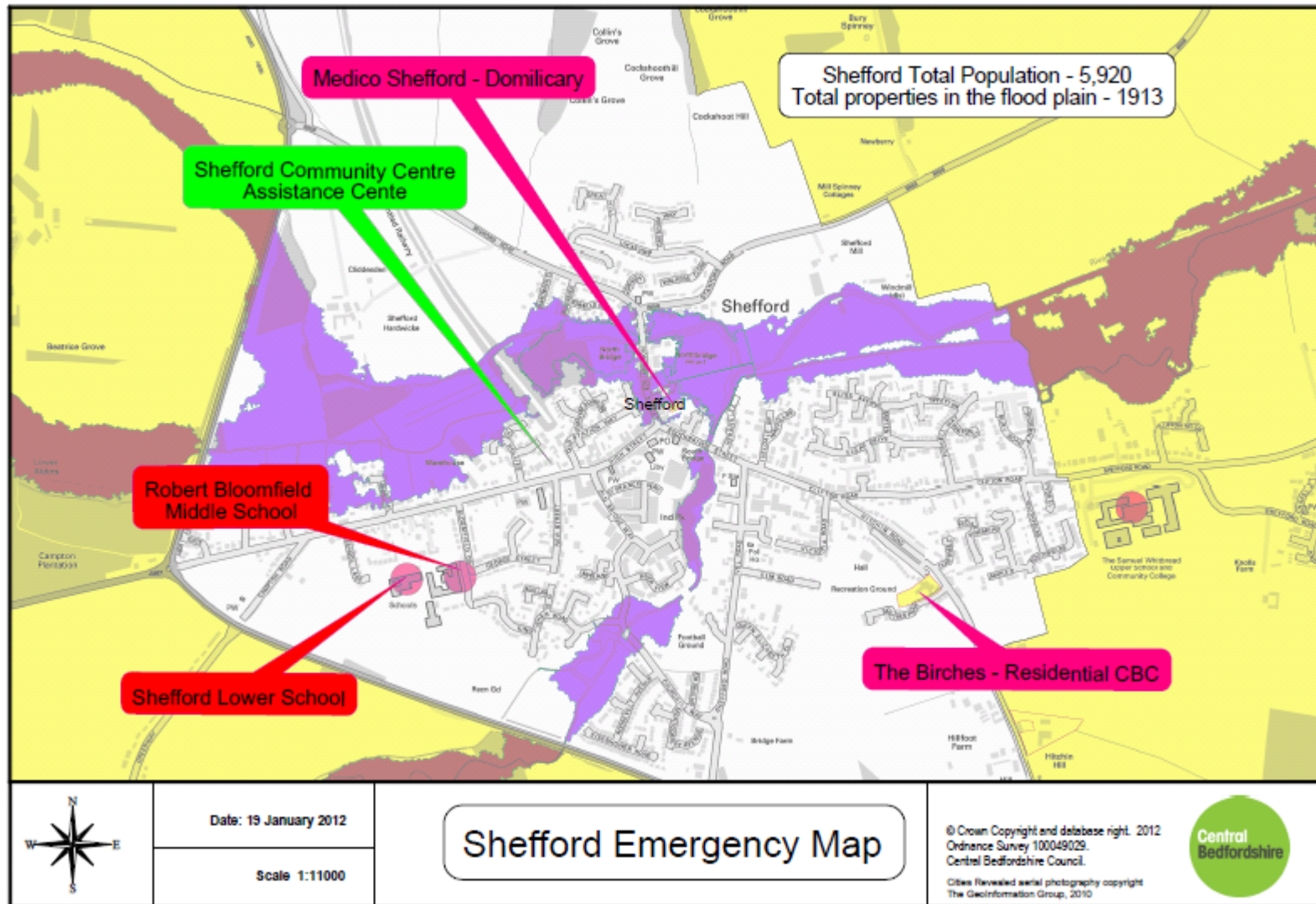
Review Date: 02.01.2019

In an emergency or if you are activating your plan please call (number to be inserted) and ask to speak to the Emergency Duty Officer for your local authority (Bedford Borough Council, Central Bedfordshire Council or Luton Borough Council – delete as appropriate).




**Bedfordshire
CERT**
Community Emergency Response Team

Description and map of the area covered by this community emergency plan:




Plan Administrator

	Name: Simon Freeman
	Title/Organisation: Volunteer community resilience champion
	24/7 Emergency contact details: 07888885743
	Email: freemans945@bmail.com
	Address: 15 Meaningful Drive, Shefford, Bedfordshire, SG45 9OZ
	Skype ID / Other: s.freeman945

Make sure that the Plan owner and administrator has the ability to cascade the relevant information that they receive to the rest of the Community Emergency Response Team.

Community Emergency Response Team Coordinator



	Name: Cllr Pete Clarkey
	Title/Organisation: Shefford Town Cllr
	24/7 Emergency contact details: 07884 8743 443
	Email: sheffordpete@sleekmail.com
	Address: 19 Soup Square, Shefford, SG17 6UZ
	Skype ID / Other: cllr.pete

Deputy Community Emergency Response Team Coordinator

TBC	Name:
	Title/Organisation:
	24/7 Emergency contact details:
	Email:
	Address:
	Skype ID / Other:

Community Emergency Response Team Members

	Name: Boris Jimsons
	Title/Organisation: Caretaker, Shefford Community Centre
	24/7 Emergency contact details: 078944 48475, 01458 675453
	Email: borisboris@whippetmail.co.uk
	Address: 25 Mason Avenue, Shefford, Bedfordshire , SG45 5OP
	Skype ID / Other: Does not have one
	Name: Richard Jobs
	Title/Organisation: Manager, The Birches Residential Care Home
	24/7 Emergency contact details:
	Email: jobs@me.com
	Address: 14 Spareme Drive, Shefford, Bedfordshire, SG17 5RQ
	Skype ID / Other: odd.jobs

	Name: Rose Potter
	Title/Organisation: Chariman, Shefford and District Amateur Radio Society
	24/7 Emergency contact details: 079443 3384843
	Email: rose.comms@bigsat.org.uk
	Address: 22 Dishwater Close, Shefford, Bedfordshire, SG17 4DU
	Skype ID / Other: Does not have one
	Name: Angela Spark
	Title/Organisation: Administrator, Berry House Vets
	24/7 Emergency contact details: 07884 743 443
	Email: sparkya@bridge.org.uk
	Address: 1 Russel Square, Shefford, SG17 6YZ
	Skype ID / Other: sparky.angela
TBC	Name:
	Title/Organisation:
	24/7 Emergency contact details:
	Email:
	Address:
	Skype ID / Other:

Community Emergency Response Team Twitter Account: [@fictional-emergency](#) [#fictionalemergency](#)

Local risk assessment (Step 4 in the guidance)

Risk	Impact on the community	What can you do to prepare?
Fluvial (River) Flooding	<ul style="list-style-type: none"> • In severe flooding one half of the village maybe cut off from the other half • People not able to live in their properties after the flooding until renovated • Temporary accommodation and places of safety maybe required outside the flood plain if evacuation is required 	<ul style="list-style-type: none"> • Ensure all people in the flood plain are signed up to receive environment agency flood warnings. • Make sure all people in the flood plain have a copy of the Environment Agency 'What to do before, during and after a flood' leaflet. • Promote having adequate buildings insurance to people living in the flood plain. • Make sure there is a place of safety identified that is not in the flood plain that people can get to and inform people that live in the flood plain. • Promote with property owners in the flood plain to invest in some home flood defences. • Have arrangements in place to warn and assist potentially vulnerable people living in the flood plain in receipt of a flood warning from the Environment Agency. • Identify an Assistance Centre in north half of the village as well as the south. • Involve businesses located in the flood plain and promote having business continuity plans.
Heavy Snow	<ul style="list-style-type: none"> • Slips, trips and falls • Vehicle accidents • Elderly people affected • Snow clearance 	<ul style="list-style-type: none"> • Identify elderly people in the community. • Set-up a group of local volunteers willing to do snow clearance for people that are unable to do it themselves
Utility failure (Gas, Water, Communications and /or Electricity)	<ul style="list-style-type: none"> • Lack of essential supplies • Unable to communicate via phone of internet if communications are affected • Elderly people affected 	<ul style="list-style-type: none"> • Promote sign-up to the utility company priority service lists with vulnerable people. • Ensure people know to contact the Community Emergency Coordinator if they are experiencing problems. • Check on elderly and vulnerable people during a utility failure to ensure their wellbeing.

People and organisations that can help in an emergency (local skills and resources)

Skill/Resource	Who has the skill/resource	Emergency Contact details	Location	When might they be unavailable
4x4	Mrs B Bertha	09794 843837	6 Wingfield Drive	Uses the vehicle during the day to travel to work outside the area.
Licensed chainsaw operator with chainsaw	Mr Carl Treep	ctreep@hfail.com , 0979 484733	8 Furrow Crescent	
Mini-bus	H & F Vending	http://www.hfvending.co.uk/ 07894 394953	Unit 6, Stanford Bury	If away from the area on business
Tractors x 5	Mr Farmer Bob	12834 048223, 079343 34843	Bob's Farm, Whichway Road	
Radios and operators	Shefford and District Amateur Radio Society	079443 3384843 rose.comms@bigsat.org.uk	22 Dishwater Close, Shefford, Bedfordshire, SG17 4DU	
Animal welfare and kennels	Berry House Vets	09884 8743 443	1 Russel Square, Shefford, SG17 6YZ	
Lorries	Eric and Johns Budget Removals	Telephone: 01462 631 021 - Mobile: 07906 641 241	St Francis Way, Shefford Industrial Park	
Mechanic	Mrs Fixer, Lambourn MOT and Service	01462 811 333	Old Bridge Way, Shefford Industrial Park	

Skill/Resource	Who has the skill/resource	Emergency Contact details	Location	When might they be unavailable
Locksmith	Mr Pick, Mid Beds Locksmiths	0843534 39349 Web: http://www.mblai.co.uk/	St Francis Way, Shefford Industrial Park	
Food and Drink Supplies – Agreement at Annex A	Paul Drink, Manager at Morrison's	24309234 352	Morrison's, St Francis Way, Shefford Industrial Park / High Street	See Annex A
Gritter and snow clearance	Rita Skinner, Community Task Force Volunteers	08483 89348238	10 Watery Lane, Shefford	
2 x Generators	Kosoom Swimmer, Burger Britain owner	5565 4554333	5 Bun Street, Shefford	

Organisations and groups that may know vulnerable people that might need extra help in an emergency

Organisation	Emergency contact details and location	Name and role of contact
The Birches Residential Care Home	01458 874323, Wingfield Drive	Boris Jimsons, Manager
Medico Shefford – Domiciliary Care	0794 4893873, Messter Close	Sinade Simpson, Manager
Age Concern UK	http://www.ageconcern.org.uk/ 01635 838382 High Street, Shefford	Winnie Shorter, Shop Manager
Acorn Pre-School	School Drive, Shefford 0944 3939323	John Hum, Group lead
The Shefford Health Centre	Robert Lucas Way, Shefford SG17 5FS - Enquiries: 01462 818620 http://www.sheffordhealthcentre.gpsurgery.net/	Dr Doc, GP
Shefford and Villages National Child Birth Trust	Telephone: 0844 243 6260 http://www.nctpregnancyandbabycare.com/	Elysa Hope, Chair

Key locations identified as places of safety - assistance centres

Building	Location	Potential use in an emergency	Emergency contact details (key holder)
Shefford Community Hall	60 High Street, Shefford, Beds, SG17 5AX	Assistance centre	Chairman, Lewis Birt on 01462 811689 Carole Wilkinson cwilk02@gmail.com
Shefford Lower School	School Lane, Shefford http://www.sheffordlowerschool.uk.org/	Place of safety	Head Teacher, 0490483 3934 Caretaker, 94584 53085

Building	Location	Potential use in an emergency	Emergency contact details (key holder)
Robert Bloomfield Middle School	Bloomfield Drive, Shefford	Place of safety	Head Teacher, 09843534 343 Caretaker, 07983 3834943
Shefford Scout Group	High Street, Shefford http://www.sheffordscouts.org.uk/	Assistance centre	Bonner S, Leader 07888885743

Ways to communicate with the community in an emergency

Target group	Communication type	Name of contact to activate this
Any area necessary	Door Knocking	Sue Door – 07845 39383453
Any area necessary	Letter Drops	Rita Skinner, Community Task Force Volunteers - 08483 89348238
Between the Community Emergency Response Team	Radios	Shefford and District Amateur Radio Society: Meet at The Community Hall, 60 High Street Shefford Beds, SG17 5BD (next to the fish & chip shop). Web: http://www.sadars.co.uk/
Parents of pupils at Shefford Lower School	SMS Text Message (using the Shefford Lower Schools text messaging system)	Head Teacher, Shefford Lower School – 09874 993823

Activation triggers (Step 9 of the guidance)

No.	Trigger
1	We become aware of an emergency situation or event affecting our community (for example: utility disruption, flooding, severe weather etc).
2	We are contacted by the local authority duty emergency planning officer.
3	We receive an alert or warning that will affect our area.

First steps in an emergency (Step 9 of the guidance)

No.	Action	Tick
1	Call 999 in a life threatening emergency (if not already alerted) or 101 (none emergency number)	
2	Ensure you are in no immediate danger	
3	Contact the local authority duty emergency planning officer to: <ul style="list-style-type: none"> inform them and pass on information receive any information and instruction establish if there is anything specific they want you to do invite them to attend any Community Emergency Response Team meeting you may hold (although they may not be able to attend in all circumstances). 	
4	Contact the Community Emergency Response Team and if possible meet to assess and discuss the situation (if you cannot physically meet you may want to take advantage of technology such as WhatsApp, Skype or telephone conferencing e.g. www.powwownow.co.uk). Use the Community Emergency Response Team (first emergency meeting agenda) below.	

Community Emergency Response Team (first emergency meeting agenda)

Date:
Time:
Location:
Attendees:
1. What is the current situation? <ul style="list-style-type: none">• Location of the emergency. Is it near: a school, a vulnerable area, a main access route?• Type of emergency: Is there a threat to life? Has electricity, gas or water been affected?• Are there any vulnerable people involved? Elderly, Families with children, People with specialised health needs or equipment• What resources do we need? Food, Off-road vehicles, Blankets, Shelter
2. How can we support the local authority and emergency services?
3. Do we need to use or activate any particular local skills and resources – use the assessment above?
4. Do we need to contact any organisations to help identify or assist vulnerable people – use the assessment above?
5. Do we need to open any of our locations as a place of safety / assistance centre – use the assessment above?
6. Do we need to communicate any messages to the community and how – use the assessment above?
7. What actions can safely be taken and who is going to take the lead for agreed actions?

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8. Recovery considerations? Once the immediate actions have been completed and the situation starts to improve, start thinking about the recovery phase and the role the Community Emergency Response Team can play in helping the community return to their day-to-day life. You may also look on the emergency as an opportunity to regenerate your area (use the recovery issues checklist below)

9. Any other issues?

10. Agree the time of the next meeting, if necessary - If possible meet regularly to see how the situation is developing, actions are progressing and whether you need to reprioritise tasks or resources.

Recovery issues checklist

Short term considerations	Tick	Medium term considerations	Tick	Longer term considerations	Tick
Continually assess the impact and identify your communities needs and priorities		Support to affected businesses		Bereavement and trauma support services (for Children and Adults)	
Basic needs for your community are provided		Commemorations: books of condolence, testimonials and memorials		Anniversaries	
Support to vulnerable people in the community		Work and livelihood support (jobs and benefits advice)		Assist with forming support groups Legal support (short, medium and longer-term legal support such as in court cases, criminal investigations, inquests and inquiries)	
Getting the community involved: Community and business meetings, workshops, surveys etc		Community cohesion		Making the community better prepared and more resilient should an emergency happen again	
Accommodation requirements, repairs, household contents		Environmental impacts and making it better for the future			
Waste management		Education, schools and child care			
Animal/Pet health and welfare		Religious advice and support			
Financial support (in terms of access to emergency funds, insurance advice and claims, benefit packages, compensation etc)		How can this be used as an opportunity for regeneration and improve our community			
VIP visits and management		Identify lessons			
Use of the media to benefit the community		Funeral support			

Infrastructure damage and repair – how can you make it better for the future		Disaster appeals funds			
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Plan distribution list

Name	Role	Contact details	Issued on
Bedfordshire Local Resilience Forum (BLRF)	Your local emergency responders	0300 300 4145 LRF.Mailbox@centralbedfordshire.gov.uk	02.01.2017
Community Emergency Response Team	Plan Owners	As detailed in the first part of this plan	02.01.2017
The Shefford Health Centre	Assist with vulnerable people	Robert Lucas Way, Shefford SG17 5FS - Enquiries: 01462 818620	02.01.2017
Age Concern UK	Assist with vulnerable people	High Street, Shefford - 01635 838382	02.01.2017

Plan amendment list

Date of amendment	Details of changes made	Changed by
10.11.2011	Change of contact details for Community Emergency Coordinator	Simon Freeman
09.01.2012	Added new agreement with Morrison's at Annex A	Simon Freeman
02.01.2017	Added some other stuff to the plan and deleted some other stuff	Simon Freeman

Plan review schedule

Date of last review	Date of next review	Reviewed by
December 2011	December 2013	Community Emergency Response Team
December 2014	December 2016	Community Emergency Response Team
December 2016	December 2018	Community Emergency Response Team

